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May 1981



Safety and Health Handbook for Federal Grain Inspection Service Employees

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FOREWORD

I. PURPOSE.

This Handbook sets forth the policy, authority, organization, and responsibilities for administering an Agencywide comprehensive Safety and Health Program (SHP) for the Federal Grain Inspection Service (FGIS).

II. POLICY.

It is the policy of FGIS to actively develop and implement a comprehensive Safety and Health Program that identifies and strives to eliminate employee exposure to existing and potentially hazardous working conditions and/or situations.

The protection and security of employee lives and public property are integral parts of the FGIS Safety and Health Program. The Safety and Health Program is developed to further this objective by ensuring a safe and healthful working environment and controlling and eliminating hazards likely to cause serious harm to life or loss of property.

To achieve our loss prevention and safety objectives, it is necessary to receive the cooperation of each employee. All employees have the responsibility to themselves, their fellow employees, and the general public to perform their jobs in a safe, prescribed manner.

We are dedicated to continuously identifying, monitoring, and controlling hazards which may exist at the worksite. With the cooperation and participation of each employee, we can control and eliminate hazards and therefore meet our objective of providing safer and more secure places of employment.

III. AUTHORITY.

The SHP is established pursuant to the U.S. Department of Agriculture Personnel Manual DPM-791.

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IV. APPLICABILITY AND SCOPE.

The FGIS SHP is applicable to all Agency operations and activities. It is directed toward the prevention of all types of accidents and health hazards present in the performance of official duties. Examples include, but are not limited to, motor vehicle accidents, fires, explosions, collapse of structures, exposure to harmful chemicals, biological accidents, and other accidents resulting from environmental hazards, equipment or personnel failure, system deficiencies or other causes.

It provides leadership for field personnel assigned to worksite safety monitoring responsibilities.

It will also maintain management controls and accident records required to determine the effectiveness of the regional SHP.

V. DISTRIBUTION.

This Handbook is being distributed to all FGIS employees, private grain industry and official agencies.


Acting Administrator

UNITED STATES DEPARTMENT OF AGRICULTURE
Federal Grain Inspection Service
Washington, D.C. 20250

SAFETY AND HEALTH HANDBOOK

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THE FEDERAL GRAIN INSPECTION SERVICE SAFETY AND HEALTH PROGRAM

- I. INTRODUCTION. This Chapter establishes responsibilities and provides written guidelines for administering the Federal Grain Inspection Service (FGIS) Safety and Health Program. The Program focuses on the prevention of accidents and elimination of health hazards and is applicable to all FGIS operations and activities.
- II. AUTHORITY. Safety and Health Standards applicable to FGIS are contained in the U.S. Department of Agriculture (USDA) Personnel Manual DPM-791, March 19, 1976.
- III. POLICY. It is the policy of FGIS to provide its employees a safe and healthful work environment.
- IV. RESPONSIBILITIES.
 - A. The Assistant Deputy Administrator, Program Operations (Field), is the Designated Safety and Health Official (DSHO) with the responsibility for the management and administration of the FGIS Safety and Health Program. The DSHO shall:
 - 1. Exercise the authority of the Administrator regarding all matters pertaining to the Service's Safety and Health Program.
 - 2. Serve as principal advisor to the Administrator and staff in all matters pertaining to Safety and Health Program management.
 - 3. Promulgate Safety and Health policies that are consistent with Department policy.
 - 4. Designate a Safety and Health Director who shall meet the Office of Personnel Management Standards set forth in DPM-791, March 19, 1976.
 - 5. Provide the Safety and Health Director with staff, funds, and equipment to effectively administer the Service's Safety and Health Program.
 - 6. Publish a functional statement to include the scope of the responsibilities of the Safety and Health Director.
 - 7. Provide executive leadership in the development, promulgation, and implementation of safety and health policies and procedures.

8. Coordinate Safety and Health Program activities with the Department's Office of Safety and Health Management (OSHM), FGIS management, staff divisions, and FGIS regional directors.
 9. Provide for service representation at the Field Federal Safety and Health Council and other similar professional group meetings.
 10. Coordinate the administering of a Safety and Health Management Information System (SHMIS) with OSHM.
 11. Provide Safety and Health Staff with appropriate training, test equipment, and clerical support.
 12. Authorize FGIS Safety and Health Staff access to FGIS working facilities to perform inspections and investigate accidents, injuries, or other worksite conditions. Provide assistance and guidance to employees covered by the Federal Employees' Compensation Act (FECA).
 13. Direct the evaluation of Regional Safety and Health Programs.
- B. The Director, Safety and Health Office, is responsible for:
1. Managing the Safety and Health Program throughout the Service, exercising the authority of the DSHO in Safety and Health Program related matters.
 2. Establishing objectives, goals, and procedural review for reducing and eliminating injuries, illnesses, and property damage caused by accidents.
 3. Evaluating the effectiveness of the Program throughout the Service.
 4. Assisting regional directors in attaining the timely abatement of unsafe or unhealthful working conditions at any facility to which FGIS personnel are assigned.
 5. Maintaining the Safety and Health Management Information System (SHMIS).
 6. Representing FGIS on the Field Federal Safety and Health Council and other similar professional groups.
 7. Providing assistance and guidance to FGIS employees involved in the processing of Workers' Compensation claims.

8. Writing and researching safety and health directives for FGIS operations.

C. Division and staff directors shall:

1. Assign a Collateral Duty Safety and Health Officer (CDSHO) or utilize the CDSHO assigned by the Administrator, as applicable.
2. Act in coordination with the Safety and Health Office and the Training Branch to ensure proper training of the assigned CDSHO.
3. Monitor reports of job-related accidents, illnesses, and injuries, and forward copies of appropriate forms to the Director, Safety and Health Office.

D. Regional directors shall:

1. Employ a safety specialist or assign a CDSHO to assist them in implementing the Safety and Health Program.
2. Act in coordination with the Safety and Health Office and the Training Branch to ensure proper training of the assigned CDSHO.
3. Monitor reports of job-related accidents, illnesses, and injuries, and forward copies of appropriate forms to the Director, Safety and Health Office.

E. The Regional Safety and Health Representative or Collateral Duty Safety and Health Representative shall:

1. Report directly to the regional director and receive technical guidance from the Director of the Safety and Health Office.
2. Advise the regional director who will enforce safety and health policies and procedures outlined in this publication.
3. Establish a positive working relationship with plant management and work to abate conditions that are a threat to the safety or health of FGIS employees.
4. Maintain a written record of all inspections. (An example of a checklist is given in exhibit A.) One copy should be provided to the regional director and one to the field office supervisor.
5. Monitor ERT/DRT reports for safety and health-related matters.
6. Maintain records of activities as directed by the Director, Safety and Health Office.

F. Field office supervisors shall:

1. Employ a safety specialist or assign a Collateral Duty Safety and Health Officer to assist them in implementing the Safety and Health Program.
2. Report and document all job-related accidents, injuries, or illnesses on the appropriate forms (see Chapter VII) and transmit these forms to the office exercising jurisdiction over the case. Questions concerning OWCP jurisdiction are to be directed to the regional safety representative.
3. Investigate accidents which occur in their area of jurisdiction.
4. Purchase, maintain, and/or issue personal protective equipment as necessary.
5. Enforce the policies established by the FGIS Safety and Health Program. Counsel and train employees and, when necessary, refer to the Employee Relations and Services Branch, AMS Personnel Division, for appropriate disciplinary action, those cases in which an employee is found to be in violation of established policy.

G. Collateral Duty Safety and Health Officers' responsibilities would include, but not be limited to:

1. Onsite safety education of Agency personnel.
2. Safety examination of office, inspection, laboratory facilities, and all FGIS worksites.
3. Accident investigation, and onsite information gathering.
4. Completion of accident reporting forms, to include assisting the injured party, the clerk, and the field office supervisor.
5. Periodic safety briefings or presentations to field and office personnel.
6. Safety orientation of new employees.
7. Establishing safety materials library.
8. Establishing safety committee, when needed.
9. Establishing safety checklist for all worksites within field office area of responsibility.
10. Maintaining personal protective equipment inventory.

11. Maintaining first-aid kits and supplies.
12. Monitoring the safety conditions of GSA vehicles and use of seat belts or other safety equipment.
13. Maintaining a working knowledge of FGIS safety rules and directives.
14. Investigating safety and health comments on ERT/DRT reports.
15. Working closely with the field office supervisor, and keeping the supervisor informed on the status of safety activities and inspections.
16. Maintaining records of activities as directed by the Director, Safety and Health Office.

H. First line supervisors responsibilities include the following:

1. Arranging for emergency medical care for FGIS employees who become injured on duty.
2. Performing daily walk-through inspections of work areas and initiating action to correct any conditions which threaten employees' safety or health. The supervisor must work closely with the plant management in this regard.
3. Reporting all job-related accidents, illnesses, or injuries that occur to any employee.
4. Reporting to the field office supervisor any employees found not wearing the personal protective equipment required for their work area.

I. FGIS employees' responsibilities:

1. FGIS personnel shall read and comply with all safety and health directives issued and implemented by FGIS and plant management.
2. FGIS employees shall immediately report to their first line supervisor all job-related accidents, illnesses, or injuries in which they are involved.
3. FGIS employees shall report job-related hazardous conditions to their first line supervisor.

V. COLLATERAL DUTY SAFETY AND HEALTH OFFICER SELECTION GUIDELINES. The selection of a CDSHO should be made with a long-term outlook. Other considerations should be willingness to accept responsibility to

undertake local safety training and an ability to communicate with fellow employees and management in a nonadversarial manner. The responsibilities of a CDSHO are many and varied; however, at no time should these duties require more than 50 percent of their regular time. In the event they do, they will need assistance. The appointing official will, in these cases, provide an additional CDSHO or assistance to the acting CDSHO to make up the extra work.

The critical point in appointing a CDSHO is that supervisors are delegating authority in implementing a program for which they bear the ultimate responsibility. The limit to which this authority may be delegated to any one subordinate individual will be 50 percent of their time.

- VI. EMERGENCY PREPAREDNESS PLANS. A written emergency plan shall be developed and continually updated and revised when necessary to keep pace with changing work conditions. The Safety and Health Office shall be available to provide guidance in drawing up emergency preparedness plans.
- A. Where needed, the collateral duty safety personnel will assist plant management in establishing an emergency preparedness plan.
 - B. Each field office shall maintain emergency preparedness plans for each elevator, mill, warehouse, floating rig, or laboratory in its jurisdiction where FGIS personnel are assigned.
 - C. Plans must be typewritten and posted conspicuously at each duty point.
 - D. Plans shall be reviewed and, if necessary, revised twice annually. Review and revision are also necessary each time the physical layout of an existing facility has been changed, or operations at a duty point are moved into a new location.
 - E. Minimum information to be included on an emergency preparedness plan is:
 - 1. Chain of notification in case of emergency.
 - 2. Local police, fire department, and ambulance service telephone numbers.
 - 3. Diagram of specified evacuation routes.
 - 4. Locations to where evacuated employees should proceed.
 - 5. Procedures to be followed during and after evacuation.
 - 6. Personnel accountability procedures. (Headcount)
 - F. Attached as Exhibit B is an example of an emergency-preparedness plan.

TO: Superintendent Bunge Grain Elevator	FLOOR AREAS	MACHINERY	OVERHEAD SURFACES	WALLS	SPILLS	SUSPENDED DUST	REMARKS
FROM: FGIS Supervisor							
These areas require cleaning as soon as possible.							
Motor Floor							
Scalper Floor							
Cleaner Floor							
Upper Garner Floor							
Sample Floor							
Bin Deck Floor							
Belts 5,6,7							
Shipping Floor Belts							
9&10 - 14&16							
Ground Floor							
Boot Pit							
Basement Belts 1,2,3,4							
V.O.D. Belt 8							
Breeze Way							
Inbound Barge Belts 14&16							
Junction Belt 14A							
Shipping Belts 9&10							
Belt 13							
Storage Bin Belt 20							
Storage Bin Belts 22&23							
Car Dump Belts 24,24A,25							
Wharf							

FGIS SUPERVISOR _____ DATE _____

EMERGENCY PREPAREDNESS PLAN

(Elevator Name and Location)

In case of an emergency or when instructed, all FGIS employees assigned to this elevator shall proceed immediately to the up-river side of the barge loading facility (marine leg 1) and remain there until further instructions are given. Elevator management will be notified immediately about emergency conditions.

After accounting for all personnel, the FGIS supervisor shall remain at this location until plant management indicates it is safe to reenter the facility.

The supervisor, when informed by management, shall personally verify that the hazard has been eliminated. In case of a bomb threat, the local Bomb Disposal Team Chief or police must give the clearance to enter the facility.

There are two separate fire escape routes; study the attached diagram and learn where they are located and how to find them.

As soon as possible after evacuation, the FGIS supervisor or acting supervisor shall notify the following offices:

- | | |
|---|---|
| 1. Field Office Supervisor: | Telephone XXX-XXXX |
| 2. FGIS Hazard Telephone Number: | (See FGIS-11 - Emergency contact numbers) |
| 3. Regional Director - Regional Office: | XXX-XXXX |

EMERGENCY TELEPHONE NUMBERS:

Emergency Medical ServicesXXX-XXXX
Fire DepartmentXXX-XXXX
Police DepartmentXXX-XXXX
Poison Control CenterXXX-XXXX

EXAMPLE

THE FGIS SAFETY AND HEALTH INSPECTION PROGRAM

- I. INTRODUCTION. Because of the continual need to monitor working conditions in grain-handling facilities, the FGIS Safety and Health Program is taking a four-pronged approach towards Safety and Health Program management.
- A. Daily walk-through inspections of work areas conducted by the FGIS supervisor at the facility.
 - B. Thorough inspections of plant housekeeping, maintenance conditions, and general safety to be conducted by a Collateral Duty Safety and Health Officer (CDSHO) at the field office level.
 - C. Monitoring of the regional division/staff safety and health programs by the FGIS Safety and Health Office.
 - D. Timely and accurate reporting procedures through the Safety and Health Management Information System (SHMIS).

II. DAILY WALK-THROUGH INSPECTIONS OF WORK AREAS BY FGIS SUPERVISORS.

FGIS supervisors shall perform a daily walk-through inspection of employees' work areas. During these inspections, hazardous or unsafe conditions or practices can be noted and corrected before they become larger problems or cause injuries to employees. All unsafe conditions will be reported to the elevator manager.

III. INSPECTIONS BY COLLATERAL DUTY SAFETY AND HEALTH OFFICER.

A. Conduct of Inspections:

- 1. CDSHO's shall conduct inspections of all grain-handling facilities, mills, or other locations where FGIS employees are assigned. These inspections shall be conducted at least twice monthly at facilities where our employees are present on a permanent or "contract" basis. Inspections shall be conducted periodically at facilities that do not utilize FGIS services on a permanent basis.
- 2. Before entering a facility, the CDSHO shall notify the field office supervisor who has jurisdiction over the facility, and then confer with plant management and request that a representative of management be present during the inspection. An AFGE union representative shall be advised of the inspection also.

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3. The CDSHO shall have the authority to:

- (1) Inspect all areas of the plant.
- (2) When necessary, recommend to field office supervisor the withdrawal of FGIS inspection and weighing services from a facility. (See guidelines in Sections IV through VII and FGIS Instruction 370-3, Policies and Procedures Upon Encountering "Unduly Hazardous Conditions" in Grain Elevators.)

B. Scope of Inspections:

The scope of these inspections shall be confined to matters of: housekeeping, maintenance conditions, dust conditions, and safety and health conditions which may be hazardous to FGIS personnel at the facility. (See guidelines in Section IV through VII and FGIS Instruction 370-3.)

IV. UNDULY HAZARDOUS CONDITIONS WHICH REQUIRE IMMEDIATE EVACUATION.

The following list includes hazards which could reasonably be expected to cause death or serious physical harm to FGIS employees and justifies immediate evacuation. Under this section employees may evacuate without prior supervisory approval.

- (1) Fire, explosion, smoldering grain, or smoke in any portion of the facility.
- (2) Suspended dust in any inside open area within an elevator where the concentration is such that the outline of a lighted 100-watt bulb is obscured at a distance of 10 feet AND the hourly relative humidity is below 35 percent. If the hourly relative humidity is below 35 percent and there is no suspended dust problem, evacuation of the facility is not authorized. Hourly relative humidity reading may be received from official weather reporting services.

Employees who evacuate under the provisions of this section are required to notify their supervisor immediately after evacuation.

V. UNDULY HAZARDOUS CONDITIONS WHICH MAY REQUIRE EVACUATION.

The following list includes hazards which could reasonably be expected to cause death or serious physical harm to FGIS employees if continued and justify evacuation unless the hazards can be and are immediately corrected. Under this section, employees may evacuate without prior supervisory approval.

- (1) Welding, torch cutting, soldering and brazing, or similar hot-work being performed within the elevator. If elevator management establishes written procedures or locations which are approved by the FGIS field office supervisor, evacuation is not authorized as long as the written procedures are followed.
- (2) Compressed air being used to remove dust from walls, ceilings, and ledges. If elevator management establishes written procedures which are approved by the FGIS field office supervisor, evacuation is not authorized as long as the written procedures are followed.
- (3) Violations of established rules pertaining to smoking, burning matches, or lighters.
- (4) Electric sparks or arcing from machinery or equipment, or heat so excessive that ignition appears imminent.
- (5) Frictional sparks by mechanical equipment (e.g., rotating machinery or driving wheels of engines used for positioning railcars in the enclosed dump area).
- (6) Damaged or frayed electrical wires or cords with exposed wires.
- (7) Blocked stairwells and/or means of egress (exits).
- (8) Fumigant vapors that are irritating to eyes, nose, and/or throat, or are above the Threshold Limit Value.

Employees who evacuate under the provisions of this section are required to immediately notify their supervisor.

VI. UNDULY HAZARDOUS CONDITIONS WHICH REQUIRE PLANNED CORRECTIVE ACTION.

The following list includes hazards which may constitute a threat to the health and safety of FGIS employees. These conditions shall be reported to the supervisor. The Administrator or designee may withhold official services if elevator management is unable to demonstrate that these identified hazards can be controlled or corrected. The Administrator or designee may consider repeated identification of these hazards as justification for evacuation.

- (1) Suspended dust in any inside open area within the elevator where the concentration is such that the outline of a lighted 100-watt light bulb is obscured at a distance of 10 feet.
- (2) Grain dust or grain spills in any inside open area within an elevator that are not cleaned up concurrently with ongoing operations. For the purpose of this section "cleaned up

concurrently with ongoing operations" means the dust and spills must not be allowed to accumulate for more than 12 hours. This shall include accumulations of dust on overhead structures, surfaces and walls.

- (3) Machinery operating in accumulated dust or grain spills.
- (4) Unapproved electrical equipment used in the facility (e.g., drills, fans, heaters, and trouble lights).
- (5) Bucket elevator legs, conveyors, or processing machinery not being used, but running idle for prolonged periods of time.
- (6) Electrical fuses blowing or circuit breakers tripping frequently.
- (7) Overheating or malfunctioning equipment (e.g., hot bearings, slipping or rubbing belts, elevator buckets striking leg house, head pulleys, and return rollers running hot).

VII. BOMB THREATS.

Field office supervisors will cooperate with elevator managers in the development and implementation of a plan to deal with bomb threats. Where elevator management does not have plans to deal with bomb threats, FGIS personnel will evacuate the facility using its posted evacuation plan in response to a bomb threat.

The supervisor, when informed by management, shall personally verify that the hazard has been eliminated. In case of a bomb threat, the local Bomb Disposal Team Chief or police must give the clearance to reenter the facility.

VIII. SUPERVISION OF REGIONAL SAFETY AND HEALTH PROGRAMS.

The Director of the Safety and Health Office shall conduct periodic audits of the regional division/staff safety programs. The scope of the audits shall include:

- A. Worksite inspections at field office level.
- B. Accuracy of Office of Workers' Compensation Programs (OWCP) file and compliance with Chapter 810 of the Office of Workers' Compensation Program Directives.
- C. Job-safety analyses.
- D. Accident investigation methods.
- E. An evaluation of the safety training program.
- F. Review of health management program.

SAFETY ABOARD BARGES

- I. INTRODUCTION. Through our efforts, a reduction in accidents and injuries to personnel working around or aboard barges is possible. Many safety hazards prevail aboard waterborne carriers. Hazards must be recognized and preventive measures taken. Accident prevention is everyone's responsibility.
- II. PERSONAL PROTECTIVE EQUIPMENT.
 - A. Approved hard hat. (Bump caps shall not be worn.)
 - B. Approved personal flotation device.
 - C. Shoes with slip-resistant hard soles and distinct heels, not tennis, jogging or recreational type.
 - D. Dust mask and goggles. (When dusty or windy conditions exist.)
 - E. Approved illuminating device.
- III. WORKING AROUND DOCKS AND WHARVES.
 - A. While walking on a dock or wharf, be alert for loose or rotting boards that may not support a person's weight.
 - B. While boarding and working on a barge, flotation devices shall be worn fully zipped and secured. If your equipment becomes torn or damaged, turn it in for a replacement.
 - C. Learn the locations of life rings, emergency ladders, and telephones.
 - D. Stay clear of cables, whether slack or under tension.
- IV. BOARDING OR DISEMBARKING BARGES.
 - A. Use caution when walking on barge tops, since they are uneven, slippery when wet, and have protruding cleats and latches.
 - B. Stay clear of mooring ropes when they are being adjusted.
 - C. You must be able to step easily from the launch or tug to the barge without stretching or straining over water. Do not jump on or off the barge. Slippery or obstructed deck conditions are to be expected.

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- D. FGIS personnel shall not remain on barges while being moved.
- E. When carrying equipment, carry the load so that you are also able to grip the railing or barge cover while walking along the edge.
- F. Be aware of nearby barges, docks, or vessels which could collide with the barge you are working on. Even a gentle bump can cause covers to roll. Require lock pins to be in place.

V. WHEN ENTERING A BARGE.

- A. Use proper lifting techniques when lifting covers. (Lift with the legs, not the back.)
- B. Don't carry equipment while climbing ladders.
- C. Be alert for fumigant odors (eggs, rotten fish, strong chemical smell) and check the area for evidence of fumigant application. Lightheadedness is cause for immediate exit. If you detect such odors, immediately leave the barge and request a marine chemist gas-free certificate.
- D. The applicant must arrange for the covers to be rolled back on rolltop barges. When a winch is used to roll back the covers, stay clear of its cables. No FGIS employees shall assist in rolling back barge covers. After covers have been rolled back, make sure they are locked into place. This is usually done with a secondary stop or a drop pin.
- E. Open hatch covers, fiberglass covers or movement of rolltop covers could cause you to lose your footing. These areas are often slick from dust, moisture, and fungus. Icy conditions also present a potential hazard to samplers. If ice prevents you from safely walking atop the barge, immediately notify your supervisor and await further instructions.
- F. Trier sampling of moored barges at holding points shall be performed only in daylight hours, unless sufficient artificial light is available for safe conduct of the operation. Two people should be assigned to sample barges whenever possible.
- G. When using a pelican sampler always maintain stable footing. If a pelican sampler is dropped into the barge, make sure that the elevator stops the flow of grain before retrieving it. A life-line must be used when entering a barge partially filled with grain, and the inspector must be observed at all times. If the grain has been treated with a potentially harmful chemical or pesticide during on-loading operations, a gas-free certificate must be obtained from a marine chemist prior to entry.

SAFETY REQUIREMENTS FOR SHIP STOWAGE EXAMINATIONS

I. GENERAL REQUIREMENTS.

- A. Stowage examinations shall be performed only by employees who are in good physical health. Employees who for any reason are not physically able to perform stowage examinations shall notify their supervisor.
- B. Stowage examiners shall be familiar with carrier terminology. (For specific terms refer to FGIS Instruction 923-4, License to Perform Domestic and Export Stowage Examinations for Grain, and HB 918-2, Miscellaneous Processed Commodities.)
- C. Examiners shall wear approved hard hats. Examiners shall also wear reasonably close-fitting clothes to reduce the possibility of clothing becoming snagged on ladders or other structural elements of the hold or tank.
- D. Shoes or boots with slip-resistant hard soles and distinct heels shall be worn. Gloves, if worn, shall be leather or canvas, close-fitting and pliable.
- E. Examiners shall have adequate illumination from an approved source.
- F. Examiners shall note and obey hazard signs posted by the ship's crew or repair crews working on the vessel.
- G. Ships at anchor in stream shall be examined only during daylight hours. Berthed ships may be examined when ready and waiting to load in other than daylight hours, but only if flood or cluster lights are lowered into the area to be examined to provide adequate illumination.
- H. Travel to and from ships at anchor must be made in a U.S. Coast Guard-approved launch, tugboat, licensed water taxi, or air taxi. (Normally, the approval certificate is displayed prominently in the cabin.) Helicopters must be approved by the Federal Aviation Administration (FAA).
- I. There shall be no smoking or striking of open flames while inside a hold or a tank.
- J. Do not carry unprotected scrapers in your pockets while climbing ladders.

- K. The use of a Jacob's ladder is strictly prohibited. Ships not providing a suitable means of boarding or disembarking shall be considered inaccessible.
- L. Hearing protection may be necessary aboard some launches. Notify your field office supervisor if you believe there is a noise problem on a launch.
- M. U.S. Coast Guard-approved personal flotation devices must be worn at all times when proceeding to and from ships at anchor.

II. EXAMINATION PROCEDURE.

- A. Once aboard the ship, immediately contact the master, mate, or senior deck officer to make him/her aware of your presence. Request permission to review the vessel's record of recent cargoes. Make inquiry as to heavy rust problems or freshly painted holds or tanks. Tanks on tankers shall be checked for oxygen content and explosive index by qualified marine chemists when information on previous cargo or other evidence indicates a hazardous condition may exist.
- B. Request information about recent fumigation or treatments used to control rodents or insects. If any fumigant has been used, do not enter the holds or tanks until a gas-free certificate, "safe-for-worker, safe-for-fire," (hereafter referred to as gas-free certificate) has been given to you. Once you have determined that the holds have not been treated for insects or rodents you may ask the Captain to read and sign a Fumigation Statement. (See exhibit C.)
- C. When available, review the vessel's latest APHIS Plant Quarantine Report. Not all APHIS inspections involve hold or tank conditions, but the report might indicate insanitary conditions or other circumstances pertinent to the safety of the examiner.
- D. All hatch covers and lids shall be completely open prior to the examination and shall remain fully open during the course of the examination.
- E. Request that an English-speaking ship's officer accompany you into the holds or tanks to be examined. You shall not enter a hold alone under any circumstances. When entering, allow the crew member to descend the ladder before you. Watch the crew member climb down, surveying the ladder for any broken, missing, or twisted rungs. Do not begin your descent into the hold until the crew member has reached the bottom of the ladder. If a ladder is visibly unsafe, do not use it. The hold shall be considered inaccessible for inspection.

- F. Ladders require both hands! Do not attempt to carry any equipment in your hands while you are on the ladder. When ascending or descending ladders, flashlights are to be secured by a holder or attached to the belt or belt loops. While climbing down, be alert for any possible fumigant or pesticide odors. Upon reaching the bottom of the hold, survey the area for insecticide and poison canisters or other indications of chemical treatment. Dying insects are also a good indicator that a chemical treatment has recently been performed.
- G. The use of lindane as a pesticide in shipholds is registered with the Environmental Protection Agency as being permissible for use. FGIS personnel entering holds which have been treated with lindane shall observe the following precautions in addition to normal safety procedures:
1. The hold shall be allowed to ventilate for a period of 4 hours. When a fog is used, it shall be completely dissipated before entry.
 2. Personal protective equipment shall be worn to prevent direct contact with skin (e.g., gloves and appropriate clothing).
 3. Wash hands before smoking or eating.

As is the case with malathion, a marine chemist certificate is not required when lindane is the pesticide of use.

- H. Do not attempt to examine a hold or a tank during the installation of shifting boards or the shifting of the ship's cargo. Use caution when passing beneath open hatch covers or tank lids.
- I. Do not climb on surfaces inside a hold which were not designed to be climbed on. This includes ribs, pipeguards and high slopes.

III. INSPECTION OF TANKS. Special care should be exercised in the inspection of tanks. There are basically three types of tanks on the ships which we inspect: wing tanks; deep tanks; and center, port, and starboard tanks on tankers.

- A. These general rules shall apply when inspecting any type of tank.
1. Inspectors will not inspect tanks alone. Only specially trained personnel shall be allowed to inspect tanks on tankers. Training shall be provided at the regional level in conjunction with the field offices.
 2. When a check of previous cargo listing indicates the possibility of flammable vapors or low oxygen, the tank shall be tested by a qualified marine chemist.

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3. When practical, all tanks shall be inspected from the bottom of the tank, where the walking area is usually level.
 4. Inspectors shall have fresh batteries in their flashlight when inspecting any tanks. (Flashlights must be approved for use in Class I gp. C + D.) Three-cell type flashlights are recommended.
 5. The inspector must exercise caution when examining any tank. High temperatures and slick or moist walking surfaces are common.
- B. The inspector should conduct the examination with personal safety always being the first priority. If a condition is encountered which will impede the safe inspection of a tank, leave the tank and notify your supervisor. Above all, do not take any chances while inspecting tanks!
- IV. GANGWAYS. FGIS shall not permit employees to board or leave any vessel except a barge or river towboat until the following minimum requirements have been met:
- A. A gangway of not less than 20 inches of walking surface, of adequate strength, maintained in safe repair and safely secured, shall be provided for boarding or disembarking vessels.
 - B. Each side of the gangway and turntable shall have a railing with a minimum height of 33 inches with a midrail. Rails shall be made of wood, pipe, chain, wire or rope and shall be kept tight at all times.
 - C. If the foot of the gangway is more than 1 foot away from the edge of the wharf, the space between them shall be bridged by a firm walkway equipped with railings of at least 33 inches on both sides with midrails.
 - D. Gangways shall have clear walking passages. No gangway shall be used if its walkway is obstructed in any manner.
 - E. When the lower end of a gangway overhangs the water between the ship and the wharf in such a manner that there is danger of employees falling between the ship and the dock, a net or other suitable protection shall be rigged at the foot of the gangway in such a manner as to prevent employees from falling.
 - F. At night, the full length of the gangway shall be adequately illuminated.

V. INDICATIONS OF A HAZARDOUS ATMOSPHERE. During the examination, monitor (self-observe) your physical condition constantly. Shortness of breath, coughing, dryness of nasal passages, watering eyes, lightheadedness, drowsiness, or headache can be indications of low oxygen content or the presence of toxic fumes. If this occurs, notify the person accompanying you and leave the hold or tank immediately. You should seek medical attention immediately. Holds or tanks shall not be reentered until after they are certified safe by a marine chemist.

VI. MARINE CHEMIST'S (GAS-FREE) (SAFE-FOR-WORKER, SAFE-FOR-FIRE) CERTIFICATES.

A. The applicant is responsible for obtaining a gas free certificate from a qualified marine chemist. A directory of marine chemists is available from the:

National Fire Protection Association (NFPA)
60 Batterymarch Street
Boston, Massachusetts 02110

B. FGIS will honor only certificates issued by qualified marine chemists. Whenever possible, an FGIS employee should observe the marine chemist making the analysis.

C. Marine chemist certificates shall contain the following information:

1. Name of ship.
2. Date and time of inspection.
3. Identification of holds or tanks tested.
4. Oxygen content per hold or tank. (At least 19.5 percent oxygen must be present in the area.)
5. Explosive index rating per hold or tank.
6. A statement that says in effect: "SAFE-FOR-WORKER SAFE-FOR-FIRE." This means that no hazardous gases or fumes are present in sufficient quantities to endanger human life. The statement "SAFE-FOR-FIRE" means that an open flame could be used in the hold without the danger of a fire or explosion.

VII. EMERGENCY ACTION.

A. Should an examiner fall from a ladder or collapse in a hold or tank, a coworker shall immediately notify an officer of the ship's crew of the problem and the location. Emergency services such as fire or police rescue squads and the Coast Guard shall be contacted immediately with FGIS radio, the ship's radio, telephone, or other means.

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- B. Entry into the hold or tank by official inspection personnel for the purpose of rescue shall not be made unless the rescuer is wearing a safety belt with a lifeline connected and attached at the opening of the hold or tank.
- C. If the victim is unconscious and it can't be determined if the accident was caused by low oxygen content or toxic atmosphere, official inspection personnel shall not enter the hold or tank. Trained personnel may enter, provided a NIOSH-approved operable self-contained breathing apparatus is used in addition to the safety belt and lifeline.
- D. In cases of suspected fumigant poisoning, the victim shall be transported to the nearest hospital. FGIS personnel shall obtain the label or an OSHA Form 20, Material Safety Data Sheet, or the fumigant used. If these cannot be obtained, a sample of the victim's vomit, if available, should be obtained and delivered to the emergency room.

VIII. EMERGENCY SERVICES.

- A. Inspectors shall familiarize themselves with the locations and the phone numbers of local fire, police, Coast Guard, and rescue service organizations. This information shall be carried on a card as shown in the example below.

EXAMPLE OF EMERGENCY NOTIFICATION CARD

****EMERGENCY TELEPHONE NUMBERS****

Coast Guard: XXX-XXXX (Ch. 16 on*
Ship Radio)
Poison Control Center-----XXX-XXXX
Police-----
Fire-----
Rescue Service-----
FGIS Regional Hazard Hotline-XXX-XXXX

- B. First aid and rescue equipment maintained on the docks by elevators should be noted, and the individual responsible for this equipment shall be identified so that quick access to the equipment can be made in case of an accident.

FUMIGATION STATEMENT

If any compartments for which this inspection is to be performed have been fumigated or treated with toxic materials, I certify that sufficient time has elapsed since the hatch covers were opened for ventilation. The use of any hazardous chemical in these compartments must be made known to the USDA personnel present, before examination of the stowage area begins.

SIGNATURE _____

TITLE _____

DATE _____

RAILROAD YARD SAFETY

- I. INTRODUCTION. Railyards may contain unusual hazards. By being alert and following these instructions, accidents can be avoided.
- II. STEPS TO BE TAKEN BEFORE ENTERING RAILYARD.
 - A. Notify immediate supervisor.
 - B. Notify yardmaster or switch crew foreman.
 - C. Inquire about possible switching activity and if possible request that your section of tracks be locked out.
 - D. Inquire about the location of "Hazardous Cargo" cars that may be located near the worksite.
 - E. The individual in charge of the sample crew is responsible for briefing personnel on switching activity, hazardous cargo, or any unusual activity present in the railyard.
- III. STEPS TO BE TAKEN UPON ENTERING RAILYARD.
 - A. Post blue flag at either end of a string of cars, where necessary, to ensure protection of inspectors. Blue signal devices must be visible for a minimum of 500 feet.
 - B. Do not walk on the rails. Walk parallel to a set of tracks, never between the two rails.
 - C. Note and obey all safety rules posted by the railroad or elevator.
 - D. Never crawl under cars. Avoid climbing through cars and over couplings. Do not walk through a break of a string of cars separated by only a few feet. Twenty (20) feet is considered the minimum safe distance.
 - E. Be alert to such hazards as moving cars, cables, debris along tracks, metal strapping, or broken ladders hanging from cars. Also, be alert for seasonal conditions such as icy walking surfaces in the winter, and rodents or snakes in the warmer months.
 - F. When entering a railroad yard or hold track to obtain car numbers or seal records, to perform stowage examinations, or any inspection or weighing function, the same care and precautions will be observed as for sampling.

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G. It is advisable to send two people whenever possible to sample hopper or box cars. However, if a person must sample alone then he/she should use the blue flag procedure to warn a yard engine of his/her presence.

H. Do not ride on engines or cars being moved or switched.

IV. SAMPLING OF RAILCARS.

A. General:

1. Sampling of railcars should not be performed after dark, unless adequate illumination is provided.
2. Be certain no power lines are close enough to present a hazard.
3. Assure that there will be no switching of the string of cars being sampled. If possible, the section of track should be locked out.

B. Boxcars:

1. Look the car over and assess its condition. Check for fumigant odor. If a slight odor is present, open both car doors and allow the car to air out. Department of Transportation regulations require that warning signs be placed on railcars containing fumigated commodities. If you find a fumigant placard less than 3 days old, notify your immediate supervisor. Detector tubes are available that will give an estimate of the fumigant levels present in the boxcar. If the placard is 3 or more days old and no odor is present, open the door and begin probing. In the case of cars that are fumigated after inspection, FGIS personnel shall not enter the car to obtain a new sample.
2. Do not use your hands to break seals. They have sharp edges and can inflict cuts. A cutting tool, such as side cutters or a pry bar may be used to break the seal. When using the pry bar, protect your eyes by turning your head away. Seal locking mechanisms sometimes fly apart when they are broken.
3. Caution should be exercised when opening and closing car doors. When using a pry bar, always push the door away from you; never stand in front of it, because it may come off its track and fall on you. Come-alongs, using chains or cables, should be used in such a way as to prevent a broken chain or cable from striking the sampler. Pry bars should be laid flat on the ground when not in use, to prevent injury.

4. Watch for protruding nails and steel strapping on the grain door. Place sampling equipment on door sill and climb into the car. Do not throw the equipment into the car ahead of you. Grain door support boards may break when samplers go over the top; be prepared to use the car frame or steel door for support in the event the grain door gives way under your weight.
5. Check inside of car roof for protruding nails, bolt heads, etc. Older boxcars may have wire, rods, or wooden cross braces. Wear your hard hat to avoid injury!
6. When probing, do not throw all of your weight on the probe from a standing or running position. If the grain is shallow and the end of the probe strikes the floor, injuries to the sampler may result.
7. Use the same care in leaving the car as you did when entering. Do not throw your sampling equipment or samples on the ground. They could hit someone below, or damage the equipment or samples. Lower them gently or pass to coworker.
8. Close and seal the car carefully and leave the railroad yard observing the same safety rules as when you entered.
9. Have blue flag signal removed.
10. Notify the yardmaster, switch foreman, and immediate supervisor that you are leaving the railyard.

C. Hopper Cars:

1. When probing hopper cars, note the location of overhead power lines and avoid them. If you must probe near a power line, use extreme caution and do not, under any circumstances, allow the probe to come within 10 feet of the line.
2. Check the condition of the car ladders. If a ladder is damaged, go to the other end of the car and check for a more secure ladder. Climb the ladder carefully. One sampler should remain on the ground and hand the probe to the sampler on top of the car.
3. While working on top of hopper cars, be alert for the approach of a switch engine. If the car starts to move during sampling, assume a sitting or kneeling position on top of the car to avoid losing your balance, and hold on. Do not attempt to descend the ladder or jump to the ground until the car has stopped and you can do so safely. Report all incidents of car movement to the yardmaster and your supervisor.

4. Use a pry bar or similar cutting tool to break seals on cars. Do not use bare hands.
5. Use proper lifting techniques when lifting compartment lids.
6. Mechanical devices designed to insert the grain trier into the load shall be used only in accordance with manufacturer's instructions. Do not let your mechanical aid throw you off balance. Keep a secure footing on top of the car. Frequently check your mechanical aids for sound working condition.
7. Be alert for high winds which can blow the hatch covers back on to you or blow you and your equipment off the car. Such conditions are considered too hazardous for sampling. The decision will be made by the sampler at the car.
8. When the sampling is completed and the covers are secured, one sampler shall climb down from the car before the other. The sampler on top shall lower the probe while the sampler on the ground stands away. When the probe has been lowered into the position, the sampler on the ground will move to the probe and take it.

V. STEPS TO BE TAKEN UPON LEAVING RAILYARD. The same precautions that were taken when entering the railyard should be observed when leaving. The yardmaster, switch foreman, and FGIS supervisor are to be notified. Blue flag signal devices shall be removed before leaving the inspection area.

FLOATING GRAIN ELEVATORS

- I. INTRODUCTION. In some export markets, FGIS personnel are required to work aboard floating grain-handling facilities. These are commonly called floating rigs. A floating rig is a reconditioned barge or other type of marine vessel which is used to transfer grain from a barge to a ship. The rigs are equipped with a diverter-type sampler, scale, upper and lower garners, elevating leg, conveyor spout and crane.
- II. HAZARDS. The most common hazards found aboard floating rigs are:
 - A. Unsafe access on and off rigs.
 - B. Slick walking surfaces.
 - C. Insanitary washing and eating facilities.
- III. STANDARDS FOR FLOATING RIGS. The following conditions must be met before FGIS personnel will be allowed to work aboard floating rigs:
 - A. Safe and secure walking surfaces which provide sure footing shall be present on the deck of the rig covering any area on which FGIS personnel are required to walk. This includes:
 - 1. To and from launch or tug.
 - 2. Control room.
 - 3. To scales and garners.
 - 4. To access ladder leading to diverter sampler.
 - 5. To washroom and eating facility.
 - 6. To sampling room.
 - 7. To and from barge tie-up area.
 - B. A rope or railing shall be present around the edge of the deck, with openings to provide access on and off the rig. The railing must be between 36-48 inches high.
 - C. Sanitary washing and eating facilities must be provided for FGIS personnel.
 - D. A heated break area shall be made available for FGIS personnel when their normal work area is not heated.

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- E. Safe access must be provided on and off the rig. If FGIS personnel feel that access on and off the rig is hazardous, they shall consult their supervisor or CDSHO about withdrawal of inspection and weighing service until a suitable means of access is provided.
- F. Safe access must also be provided from the rig to the ship being loaded. This can include an approved gangway from the ship to the rig, or a launch or tug at the rig, at the disposal of FGIS personnel.
- G. An enclosed and if, possible, heated sampling area.
- H. Safe access to check diverter samplers, scales, and garners. Basket ladders where necessary shall be provided leading to these pieces of equipment from the deck, and a suitable platform shall be placed below every inspection plate, to allow FGIS personnel to look into these pieces of equipment.

IV. GUIDELINES FOR FGIS PERSONNEL WORKING ABOARD FLOATING RIGS.

- A. Comply with all safety rules posted aboard the rig by the company.
- B. Never stand or walk beneath a moving crane.
- C. Always wear a personal flotation device aboard floating rigs.
- D. Wear a hard hat when working in all areas of the rig outside the sampling room and control room.
- E. Stay clear of the edge of the deck, unless you are observing the unloading of a barge for weight purposes.
- F. Report to your immediate supervisor any conditions aboard the rig which are judged to be hazardous.

WORKERS' COMPENSATION

- I. INTRODUCTION. This Chapter establishes responsibility for administering the Office of Workers' Compensation Program (OWCP) within the Federal Grain Inspection Service (FGIS). It provides guidance for program managers in coordinating the flow of information between physicians, medical institutions, National Finance Center (NFC), U.S. Department of Agriculture (USDA), Department of Labor (DOL), AMS Personnel Division, and the claimant.
- II. RESPONSIBILITIES.
 - A. The Director, Safety and Health Office, has administrative authority to implement, control, and evaluate all aspects of the FGIS Workers' Compensation Program. The Director will provide training for supervisors at all levels, Compensation Clerks (CC), and Compensation Specialists (CS) and also advise employees on their rights, benefits, and responsibilities to the Program. The Director will evaluate the Program's effectiveness each calendar quarter and will report a summary of his/her findings to the Assistant Deputy Administrator, Program Operations (Field), prior to the last working day of April, July, October, and January each year. The Safety Director will appoint a claims coordinator to manage the program. This function may require up to 20 percent of the staff member's total worktime.
 - B. Regional directors, staff offices, and division directors will provide resources and administrative assistance as necessary to implement the Workers' Compensation Program as provided for by this chapter.
 1. The Assistant Deputy Administrator, Program Operations (Field), will appoint an individual to coordinate Workers' Compensation activities for FGIS personnel in the Washington, D.C. area. This function may require up to 10 percent of the staff member's total worktime.
 2. Regional directors will appoint a claims coordinator and a CS for the region. Regional directors will also appoint a claims specialist coordinator and a CC for each field office. These functions may require up to 20 percent of the staff member's worktime.
 - C. Claims coordinators will ensure that all accidents and injuries are timely and correctly reported. Claims coordinators will implement a reporting system as directed by this chapter.

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<u>FORM</u>	<u>PERSON WHO PROVIDES INFORMATION</u>	<u>TIME FRAME</u>
		2. There is no maximum time limit.
		3. <u>Usually</u> filed after 14 days have passed so that the employee can be compensated for the 3-day waiting period.
	Supervisor	As soon as possible upon receipt of form from employee.
<u>CA-5/Claim for Compensation by Widow, Widower and/or Children (form issued by OWCP office on case-by-case basis)</u>	Spouse/Dependent	When there is no previous injury/disease associated with death, and the death is immediate, the spouse or dependent has 3 years to apply.
<u>CA-7/Claim for Compensation on Account of Traumatic Injury</u>		Same as for CA-4.
<u>CA-8/Claim for Continuing Compensation on Account of Disability</u>	Employee	Although there is no maximum time limit that the CA-8 can claim, this form is <u>normally</u> filed every 2 weeks following submission of the CA-4 or 7. This is done until notification from the OWCP office that the employee is being put on the "Automatic Roll."
	Supervisor	As soon as possible upon receipt of form from employee.

<u>FORM</u>	<u>PERSON WHO PROVIDES INFORMATION</u>	<u>TIME FRAME</u>
<u>CA-16/Request for Examination and/or Treatment</u>	*Physician	No time limit is involved, but the employee should be aware that medical certification of disability must be in the hands of the OWCP office before <u>any</u> compensation benefits are awarded (even those on an approved claim).
<u>CA-17/Duty Status Report</u>	*Compensation Specialist	<ol style="list-style-type: none">1. During COP period the CA-17 should be sent to the physician on the average of every 2 weeks.2. In the case of a doubtful or disputed claim, they can be sent more frequently.
<u>CA-20/Attending Physician's Report</u>		<p>IMPORTANT: A medical report is required by OWCP before payment of compensation for loss of wages or permanent disability can be made to the employee.</p> <p>If you have submitted a narrative medical report or a Form CA-16 to OWCP within the past 10 days, you need not submit this Form CA-20.</p>
<u>CA-1333/Medical Provider's/ Physician Claim Form</u>		To be submitted to OWCP with CA-16 to initiate payment. Bills received by OWCP that are not submitted on CA-1333 will be returned unpaid.

*The CS must ensure that a current copy of the claimant's position description is attached for the physician's information. A return addressed franked envelope must also be provided.

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The following CA forms should have "FGIS Chargeback Code 831000" entered as indicated below:

CA-1 - Block No. 22

CA-2 - Block No. 23

CA-2a- Block No. 6

CA-6 - Block No. 6

An office phone number should also be included on all CA forms in the event OWCP requires further information or clarification regarding the claim.

B. Completed compensation forms are routed as follows:

1. Forms which contain the original signature of the claimant are mailed directly to the appropriate OWCP office by the CS. Reproduced copies are mailed to the Safety and Health Office and the appropriate regional/Headquarters office.
2. Forms which are completed by a physician are returned to the CS in an enclosed return addressed franked envelope. The CS extracts the information needed for local files and mails the original forms to the appropriate OWCP office. Reproduced copies are mailed to the Safety and Health Office and the appropriate regional/Headquarters office.
3. If an injury occurs but there is no lost time and no medical cost incurred, the original CA-1 is held for 30 days and then transmitted to the employee's Official Personnel Folder for retention. The procedures for distribution of copies listed above are to be followed.

C. Reports. At the end of each month the CS will prepare a report on all injuries. This report will be submitted on an OSHA Form 100F (or locally generated form that contains the same information). Field offices will submit their reports to the regional safety specialist who will consolidate the information and submit the report (by the 15th of each month) to the Safety and Health Office, with a copy to the Operations Staff. Headquarters offices will send the reports directly to the Safety and Health Office.

D. Records and Files. Each office shall have on file:

1. Individual folders in alphabetical order for each injury or accident. Files shall be secured in a locked cabinet.
2. An adequate supply of the CA forms listed in this chapter.

3. Copies of all monthly reports prepared on Form 100F.
 4. A reading file of all correspondence relating to OWCP claims. The file copy of any letter(s) will be put in the individual claim folders.
 5. All regulations, instructions, and guidance relating to OWCP.
- E. Form AD-278, "Supervisor's Report of Accident" must be submitted on all injuries and accidents. Copies are to be routed as follows:
- Original - Send 1st and 2nd copies to the Safety and Health Office for coding and submittal to NFC.
- 3rd Copy - Send to regional/Headquarters officer.
- 4th Copy - Retain and file with all other material related to the specific injury/accident.

OFFICE SAFETY

- I. INTRODUCTION. Office safety is often overlooked due to an attitude of complacency. Most office duties are so ordinary that they appear harmless. Hazards covered in this chapter cover the ranking causes of office accidents.

- II. HAZARDS.
 - A. Slips, trips, falls and collisions
 - B. Lifting
 - C. Storing and filing
 - D. Handling equipment and supplies

- III. PRECAUTIONS.
 - A. While walking and using stairways:
 - 1. When using stairways take one step at a time keeping to the right. When with a group proceed in single file and avoid congregating on steps or at landings. Use handrails when available.
 - 2. Avoid running or sliding on floors. When haste is necessary as in evacuations, walk quickly, do not run.
 - 3. Be alert for conditions which may alter walking surfaces such as washing and waxing of floors, litter, and physical defects; i.e., lifted tiles and rolled carpet edges. While walking be alert to changes in elevation.
 - 4. Avoid cluttering aisles and hallways with containers, mailcarts, and similar articles.
 - 5. Approach and open doors slowly. Avoid propping doors partially open; open them fully or not at all. When opening doors avoid pushing on glass and/or grasping the edge of the door.
 - 6. When walking in halls keep to the right and stay close to the edge of the walkway when turning corners. When in the office avoid between-desk shortcuts. Walk in established pathways only.

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7. When sitting check to see that the chair is in place. Keep all legs of the chair on the floor. Make moves slowly in chairs with casters. When rising move away from the chair in a manner that will not overturn it. At no time use a chair for a ladder.

B. When lifting, follow these proper procedures:

1. Use arm and leg muscles, not your back. Tucking in your chin will help keep your back straight.
2. Grasp object firmly keeping it close to your body.
3. Work in well lighted area to avoid bumping into obstructions.
4. Lower articles using arm and leg muscles.

C. When filing and storing:

1. Avoid overloading top drawers of cabinets.
2. Close one drawer before opening another.
3. Use handles when closing drawers. Avoid grasping drawer edges.
4. Keep heaviest material in the bottom drawers.
5. Do not struggle with binding or stuck drawers, seek maintenance assistance.

D. When handling equipment and supplies:

1. Never operate machines or other equipment until you have been properly trained.
2. Report defective equipment and supplies to your supervisors.
3. Use only nontoxic, nonflammable cleaning liquids when possible.
4. Ensure all mechanical guards are in place.
5. Examine the condition of electrical connections before use.

SAFETY AND HEALTH TRAINING

- I. INTRODUCTION. This chapter establishes the FGIS Safety and Health Training Program and assigns responsibilities for the development and implementation of the program.
- II. RESPONSIBILITIES.
 - A. The Assistant Deputy Administrator, Program Operations (Field), shall:
 1. Identify areas where training is required.
 2. Develop, coordinate, and promote safety and health training.
 3. Conduct evaluations of the safety and health training program.
 4. Provide service representation to Governmental and nongovernmental agencies on matters concerning this training program.
 5. Provide the Training Office with the names and sponsors of essential Federal and nonfederal safety-related courses (OSHA, NFPA, NSC, etc.).
 - B. The FGIS Training Office shall:
 1. Provide necessary resources for the development and implementation of safety-related courses.
 2. In coordination with regional and division/staff directors, schedule FGIS employees for safety and health-related courses.
 3. Provide an annual report to the Assistant Deputy Administrator, Program Operations (Field) summarizing the accomplishments of the safety and health training program. The report shall be made as of October 31 each year and will be presented to the Assistant Deputy Administrator no later than December 1 of each year.
- III. PROGRAM GOALS. The types of training required are divided into three major categories:
 - A. Safe and healthful working conditions and practices.
 - B. Safety and Health Program management.
 - C. Inspections and abatement.

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IV. TRAINING PROGRAM.

- A. Appropriate job-related safety and health training, including required training, shall be provided for the following groups:
1. Senior FGIS officials shall receive orientation and other learning experiences which will enable them to implement the Safety and Health Program.
 2. Safety and health specialists and representatives shall be trained through courses, laboratory experiences, field study, and other learning experiences to perform the necessary technical monitoring, consulting, testing, inspecting, and designing necessary to enforce the Safety and Health Program.
 3. Supervisors shall be trained to locate and evaluate safety and health standards. Such training shall include the development of skills in training and motivating subordinates to follow safe working practices.
 4. Collateral duty safety personnel shall be given training in the fundamentals of occupational safety and health to include courses, field study, and other training determined by the Safety and Health Office.
 5. Employees, through literature and posters, shall be informed of their rights and responsibilities under the U.S. Department of Agriculture Personnel Manual DPM 791, March 19, 1976. The employee will also receive training in identification of potential hazards and familiarization with emergency procedures, safe work practices, safety standards, radio operations, accident reporting procedures, and related topics.

V. ADDITIONAL RESPONSIBILITIES. Participation in both Federal and nonfederal organizations concerned with accident prevention or fire safety.

A. USDA Safety and Health Council:

The Director of the Safety and Health Office shall represent the Agency on the Federal Safety Council in Washington, D.C., and cooperate with and support the activities of the Council as time and resources permit.

B. Field Councils:

Field office supervisors shall encourage and promote FGIS employee participation in the safety councils of any grain-handling facilities where our personnel are assigned. If resources permit, these individuals should be allowed to attend the council meetings on "duty" time.

C. Nongovernmental Agencies:

FGIS shall cooperate to the fullest extent possible in supporting programs and appointing individuals to serve on committees for establishing standards of such organizations as The National Fire Protection Association, The American National Standards Institute, National Safety Council, and other related professional organizations. Representation to outside organizations must be coordinated with and approved by OSHM.

INDUSTRIAL HYGIENE

- I. PURPOSE. This chapter delineates the interface between safety and health disciplines within the general field of risk management. It also provides guidelines for effective and efficient use of the technical skills needed to evaluate the workplace environment.
- II. SCOPE. In this chapter we are concerned only with the workplace, its environment, and the effects they will have on the worker. Often times, the safety and health official will need to obtain help in evaluating hazards found in the workplace.
- III. RESPONSIBILITIES. The primary responsibility in occupational health is recognizing and eliminating health hazards through the enforcement of safety and health program directives.
 - A. Regional, division, and staff office directors are charged with enforcement of safety and health program directives.
 - B. The Director, Safety and Health Office will make available the necessary technical resources for recognizing and eliminating health hazards from the workplace.
 - C. Safety and health officials shall have received formal FGIS instruction prior to testing, measuring, and documenting possible health standards violations. If the safety and health official lacks the basic qualifications, program managers will request the services of a competent person in evaluating hazards. Safety and health officials will make only such tests as can be done with direct reading instruments and detector tubes.
 - D. Inspections:
 1. The safety and health official during the course of regular inspections will be continuously aware of and on the lookout for health hazards. If the hazard detected can be properly tested, measured, and documented, the safety and health official will do so. If the hazard requires further study or tests, the safety and health official should request the services of a competent person. In this request for assistance the safety and health official should include information essential to the test or measurement requested.
 2. The competent person will arrange for the necessary equipment to accomplish the particular test or measurement. The safety and health official will assist in making all tests or measurements.

E. Types of Hazards:

1. Chemical liquids in the form of mists or vapors, gases, or solids in the form of dusts or fumes. In addition to the hazard of inhalation, any of these forms may act as skin irritants or may be systemically toxic by absorption through the skin.
2. Physical, such as electromagnetic and ionizing radiation, noise, vibration, and extremes of temperature and pressure.
3. Biological, such as insects, molds, fungi, and bacteria, including such sanitation and housekeeping items as potable water, removal of industrial waste and sewage, food handling, and personal cleanliness in an orderly workplace.
4. Biomechanical, such as monotony, repetitive motion, and fatigue. Task design, including placement of work and worker, is critical.

F. How to Recognize Different Health Hazards:

1. Recognition and evaluation of health hazards must both occur before control measures can be implemented. Proper control can only be assured by means of a hazard survey and a job safety analysis.
2. In most work processes many hazards exist together. Therefore, it is necessary to complete a hazard analysis of the overall process in order not to overlook potentially hazardous conditions.
3. There are a variety of types of work processes which should arouse immediate suspicion of a health hazard.
 - (a) Any process involving combustion should be looked at to determine the byproducts of the combustion, including burner noise; i.e., grain dryers, rice dryers, welding, or hot-work.
 - (b) Grinding, crushing, conveying, sifting, and screening of grain may present a dust hazard.
 - (c) Treating grain for insects may present a chemical health hazard.
 - (d) Oil processing plants may present a chemical health hazard.
 - (e) Warehouses or confined spaces may present toxic environments or chemical hazards.

4. Employee absenteeism or complaints of chronic sickness may provide clues as to potential health hazards and should be investigated.

G. Recording and Reporting Test Results. Safety and health officials will document all tests, measurements, or requests for assistance from competent persons in investigating health hazards. All such documentation will be forwarded through normal communication channels to the Director, Safety and Health Office.

MOTOR VEHICLE SAFETY

- I. INTRODUCTION. This chapter sets forth procedures for operating Government-owned or leased vehicles to ensure they are operated in a safe and mature manner as per U.S. Department of Agriculture Personnel Manual DPM-930.
- II. REQUIREMENTS.
- A. The vehicle is to be used for official purposes only.
 - B. The vehicle should be in good mechanical condition and outfitted with essential equipment, such as a spare tire and jack. A fire extinguisher, flares, and first-aid kit shall be provided, if available.
 - C. Any General Services Administration (GSA) vehicle or leased vehicle which is reported to be unsafe by the operator shall be returned to GSA or the leasing company for repair or replacement. If the vehicle cannot be repaired or replaced, the employee will, as soon as practicable, provide the supervisor with an estimate of the situation and obtain appropriate instructions.
 - D. The vehicle shall be equipped with a binder containing the following:
 - 1. Accident reporting kit, containing Form SF-91, two copies of Forms SF-94, CA-1, OF-26, a card giving the name of the supervisor or other person to be notified in case of injury to the driver, and the address and telephone number (both business and residential) of that official. Blank paper for notes, sketches, extra witness statements, and narrative reports.
 - 2. Federal Motor Vehicle Regulations.
- III. REQUIREMENTS FOR OPERATORS.
- A. The operator shall possess a valid Standard Form 46, U.S. Government Motor Vehicle Operator's Identification Card.
 - B. The operator of a Government vehicle is responsible for the safety of any passengers and equipment.
 - C. The operator will ensure that passengers fasten their safety belts before placing the vehicle in motion.
 - D. The operator will stop and offer assistance to injured persons involved in an accident.

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- E. In the event of an accident, the operator will provide name, organization, and additional information requested by an authorized law enforcement officer. EXCEPT: The operator will make no comment as to liability on anyone's part until he/she has conferred with a U.S. Department of Agriculture (USDA) attorney.
- F. The operator shall complete all required accident reports within 24 hours of any accident. Reports to be completed:
 - 1. Form SF-91, Operator's Report of Motor Vehicle Accident, and Form SF-94, Statement of Witness.
 - 2. Form AD-278, Supervisor's Report of an Accident - Operator will provide information as required by supervisor for completion of this report.
 - 3. Form CA-1, Notification of Traumatic Injury, when needed.
 - 4. Accident or witness report as required by police or law enforcement officer.

INSPECTION LABORATORY SAFETY

- I. INTRODUCTION. The inspection laboratory, normally under the control of official inspection personnel, usually provides the safest work environment encountered in our daily assignment.
- II. HOUSEKEEPING. Laboratory cleanliness is the responsibility of all personnel using the facility. Dust or grain spills can cause slippery conditions on the laboratory floors. Pick up spills immediately. Keep surplus grain buildup to a minimum.
- III. EQUIPMENT. Equipment shall be kept clean and properly maintained. Electrically powered equipment shall be kept clear of water lines or drains. Extension cords, if necessary, shall have the proper load capacity to operate the equipment without danger of overheating. Extension cords will not be used across the floor at doorways. If used across floors or walkways it must be of the flat electric duct type. Follow manufacturer's instructions on grounding all electrical equipment. McBeth-type inspection lights which are mounted above analysis tables shall be fitted with rubber bumpers on all exposed edges where employees might strike their heads. Repairs or adjustments to equipment shall not be made while the equipment is operating. Electrical repairs shall only be made when the device is disconnected from the power source.
- IV. FIRE PROTECTION.
 - A. All personnel shall be familiar with building evacuation plans and follow recommendations of building management on evacuation procedures. Personal valuables such as purses, wallets, and automobile and household keys shall be carried out of the building when participating in fire drills or during any emergency evacuations. Building elevators shall not be used for emergency evacuations unless specifically designated for this purpose.
 - B. Portable fire protection - Occupational Safety and Health Administration Standards provide requirements for portable fire extinguishers by rating the potential hazard of the occupancy and the type of hazard involved. This information is found in Subpart L, Part 1910.156, and is given, in part, below:
 1. "'Class A fires' are fires in ordinary combustible materials, such as wood, cloth, paper, and rubber."
 2. "'Class B fires' are fires in flammable liquids, gases, and greases."

3. "'Class C fires' are fires which involve energized electrical equipment where the electrical nonconductivity of the extinguishing media is of importance. (When electrical equipment is deenergized, extinguishers for Class A or B fires may be used safely.)"
4. "'Class D fires' are fires in combustible metals, such as magnesium, titanium, zirconium, sodium, and potassium."
5. "Classification of portable fire extinguishers: 'Portable fire extinguishers' are classified for use on certain classes of fires and rated for relative extinguishing effectiveness at a temperature of plus 70°F by nationally recognized testing laboratories. This is based upon the preceding classification of fires and the fire extinguishment potentials as determined by fire tests."
6. "A 'light hazard' is a situation where the amount of combustibles or flammable liquids present is such that fires of small size may be expected. These may include offices, inspection labs, etc."
7. "An 'ordinary hazard' is a situation where the amount of combustibles or flammable liquids present is such that fires of moderate size may be expected. These may include mercantile storage and display, parking garages, light manufacturers, warehouses not classified as extra hazard, shop areas, etc."
8. "An 'extra hazard' is a situation where the amount of combustibles or flammable liquids present is such that fires of severe magnitude may be expected. These may include woodworking, auto repair, aircraft servicing, warehouses with high-piled (14 feet or higher) combustibles, and processes such as flammable liquid handling, etc."

V. SPECIAL EQUIPMENT AND CHEMICALS.

- A. New methods and equipment are being developed to speed and improve the inspection process. Use of these methods and equipment may create special hazards. All personnel, when assigned to perform such tests or use new equipment, shall study thoroughly all instructions and follow procedures as written. If protective equipment is required, it shall be used.
- B. Inspection laboratories using high intensity black lights have been provided with safety glasses which shall be worn when using this light. Do not look into or shine the black light beam at another individual. Do not use light on a highly reflective surface.

- C. Chemicals used in some inspection processes can be hazardous; read labels and use according to instructions. Use proper labels and label all containers for chemicals. Use proper disposal procedures for all chemicals and their waste products. Store chemicals in a manner to prevent accidental container breakage; heed storage temperature requirements and chemical compatibility warnings. Syringes and needles required in testing shall be stored separately in locked containers. After use, both needle and syringe shall be made inoperable by cutting, bending, or disposing of in separate containers.
- D. Chemicals used in aflatoxin testing must be used with proper ventilation.

VI. FIRST AID.

- A. Each inspection laboratory shall maintain a basic First Aid Kit.
- B. First-aid training will be provided for all personnel.

VII. SAFETY CONSCIOUSNESS. Check safety equipment periodically to ensure that it is in good working order and in its proper place. Safety in a controlled environment such as the inspection laboratory is the responsibility of all personnel. Follow proper procedures, be alert for possible hazards, and correct or eliminate potential hazards immediately. Respect your coworkers' right to a safe environment by working safely yourself.

VIII. SAFETY REFERENCE FOR LABORATORIES.

- A. General Industry. OSHA Safety and Health Standards (29 CFR 1910) OSHA 2206, revised November 7, 1978. Available from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, or your local OSHA office.
- B. Safety manuals and pamphlets from major laboratory supply companies.

PERSONAL PROTECTIVE EQUIPMENT

- I. INTRODUCTION. Because most of our work is performed at privately owned industrial facilities, FGIS is not always able to implement engineering controls over the health hazards which our employees sometimes encounter. Therefore, we must limit the duration of our employees' exposure to health hazards or rely on personal protective equipment. See OSHA (29 CFR 1910) Subpart I "Personal Protective Equipment" 1910.132.

The following personal protective equipment is available for work around elevators:

- A. Disposable dust respirators. (Twin strap NIOSH/MESA approved for nuisance dusts.) These shall be maintained for issuance at the worksite.
- B. Nondisposable dust respirators. A variety of types and sizes shall be maintained at the field office to ensure a proper fit. Instructions for fitting respirators will be given by the safety officer in each field office.
- C. Where necessary, twin-cartridge pesticide respirators shall be maintained for issuance. (SEE RESPIRATOR PROGRAM, Chapter XIV.)
- D. Goggles.
- E. Hearing protection. (Individually issued ear plugs and ear muffs which shall be maintained for use at the worksite.)
- F. Coast Guard-approved life preservers.
- G. Work gloves.
- H. Hard hats.
- I. Explosion-proof flashlights. (Two or three cell, approved for use in Class I group C&G atmospheres.)
- J. Self-contained breathing apparatus (SCBA).

The SCBA's and twin cartridge pesticide respirators will be maintained in a central location, as close to the worksite as possible. All other equipment mentioned above will be issued to field office employees when required.

II. REQUIREMENTS OF THE EMPLOYEE.

- A. Employees shall use the following personal protective equipment as necessary when working in or around grain handling facilities:
 - 1. Respirator (either disposable or nondisposable type).
 - 2. Hearing protection (either plugs or muffs).
 - 3. SCBA's are to be used only by personnel trained on SCBA's and when designated by their supervisor.
 - 4. Hard hat.
 - 5. Goggles.
- B. At the field office level, Collateral Duty Safety and Health Officers shall designate areas in the facility requiring the use of specified personal protective equipment. For instance, areas which generate dust shall require that employees wear respirators while they are in the area. Noisy areas shall require hearing protection.

RESPIRATOR PROGRAM

- I. INTRODUCTION. This chapter sets forth the minimal acceptable elements of a respirator program. It provides information and guidance on the proper selection, use, and care of respirators.
- II. SCOPE. The scope of this chapter is limited to safe practices and requirements for using respirators for protection of the respiratory system from inhalation of particulate matter, noxious gases, and vapors.
- III. PURPOSE. This chapter provides guidelines for respirator users to safeguard health and life through proper selection, fitting, training, use, and maintenance of respirators. Regional directors are responsible for implementing the provisions of this chapter after quantitatively establishing the level of employee exposure to respiratory hazards at each worksite within their area of responsibility.
- IV. RESPONSIBILITY. In the control of those occupational injuries and diseases caused by breathing air contaminated with harmful dust, fogs, fumes, mists, gases, smokes, sprays, or vapors, the primary objective shall be to prevent atmospheric contamination. This shall be accomplished as far as feasible by accepted engineering control measures. Where engineering controls are not feasible, administrative controls will be considered to prevent employee exposure to hazards. When effective engineering or administrative controls are not feasible, or while they are being instituted, appropriate respirators shall be used under the following guidelines.
 - A. Regional directors shall consult with the Director, Safety and Health Office, in determining the types of protective equipment necessary for the safety and health of employees.
 - B. Regional directors shall establish a respiratory protective program which shall include the requirements outlined in this chapter.
 - C. Employees are responsible for using the provided respiratory protection in accordance with instructions. The employee shall guard against damage to the respirator and shall report all malfunctions of the respirator to the safety and health representative.
- V. PROGRAM REQUIREMENTS. This section includes recommended requirements for an acceptable respirator program.

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- A. Regional directors shall have written standard operating procedures to:
 - 1. Govern the selection and use of respirators.
 - 2. Instruct in the proper use of respirators and equipment limitations.
 - 3. Where practicable, assign respirators to individual employees.
 - 4. Store respirators in a convenient, clean, and sanitary location.
 - 5. Inspect respirators during cleaning.
 - 6. Provide appropriate surveillance of work area conditions and degree of employee exposure, stress, and physical fitness to use respirators.
 - 7. Establish an inspection and evaluation procedure to periodically determine the continued effectiveness of the program.
- B. The Director, Safety and Health Office, shall provide such technical advice and assistance as the regional director may request.
- C. The regional director, in conjunction with the Director, Safety and Health Office, shall evaluate employee exposure and designate the appropriate respirator for use within the regions.

VI. USE OF RESPIRATORS. Standard operating procedures shall be developed for respirator use. These procedures will include all information and guidance necessary for proper selection, use, and care. Possible emergency and routine uses of respirators will be anticipated and planned for:

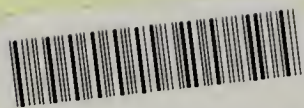
- A. Issuance of Respirators. The correct respirator shall be specified for each job. Each respirator permanently assigned to an employee will be durably marked to indicate to whom it was assigned. Identity marks shall not affect the respirator's performance in any way. The date of issuance should be recorded.
- B. Use in dangerous atmospheres. Procedures shall be prepared covering safe use of respirators in dangerous atmospheres that might be encountered during normal operations or in emergencies. Employees will be instructed and trained in these procedures and the available respirators. In areas where the wearer, with failure of the respirator, could be overcome by a toxic or oxygen-deficient atmosphere, at least one additional employee shall be present, and they shall maintain constant communications between each other.

- C. Instruction and education in proper use. For the safe use of any respirator, it is essential that the user be properly instructed in selection, use, and maintenance. Supervisors and users of respirators shall be instructed by competent persons. Minimum instruction shall include the following:
1. Instruction in the nature of the hazard and an objective appraisal of what may happen if the respirator is not used or fails.
 2. Explanation of why more positive control is not feasible.
 3. An explanation of why a particular respirator is selected for use.
 4. An explanation of the respirator's capabilities and limitations.
 5. Instruction and training in actual use of the respirator, as well as close and frequent supervision to assure its proper use.
 6. Classroom and field training in recognition of emergency situations and methods to deal with an emergency.
- D. Instruction shall provide the users an opportunity to handle the respirator, have it fitted properly, test its face piece to face seal and a familiarity period in which the respirator shall be worn.

VII. MAINTENANCE AND CARE OF RESPIRATORS. A program for maintenance and care of respirators shall be adjusted to the type of exposure, working conditions, and personnel involved shall include the following basic elements:

- A. Inspection for defects.
- B. Cleaning and disinfecting.
- C. Repair.
- D. Storage.
- E. Issuance and control.

Maintenance procedures established by the manufacturer should be followed to assure equipment is maintained at its original effectiveness.



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